

Procedure for Endorsing a New Cardholder

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: New Cardholder Endorsement Procedure

Dear [Recipient's Name],

This letter outlines the procedure for endorsing a new cardholder as part of our organizational protocol. Please follow the steps below to complete the endorsement:

1. **Identify Eligible Candidate:** Ensure the candidate meets all necessary criteria for cardholder eligibility.
2. **Submit Application:** The candidate must fill out the cardholder application form and submit it to the relevant department.
3. **Verification:** Conduct a background check and verify the provided information.
4. **Approval:** Obtain necessary approvals from designated authorities.
5. **Card Issuance:** Once approved, issue the card to the new cardholder.
6. **Training:** Provide the new cardholder with training on card usage and policies.

If you have any questions regarding this procedure, please do not hesitate to contact me.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]